



RAVALLI COUNTY GIS DEPARTMENT  
215 S. 4<sup>TH</sup> ST SUITE E  
HAMILTON, MT 59840  
(406) 375-6622

[www.ravallicounty.mt.gov/gis](http://www.ravallicounty.mt.gov/gis)

## **ROAD NAME PETITION**

Processing Fee: \$125.00

**1. APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_

**2. MAIL DETERMINATION TO (if different than applicant information):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**3. ROAD LOCATION: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_**

**DESCRIPTION:** \_\_\_\_\_

**4. PARCEL TAX-ID: \_\_\_\_\_**

**5. PROPOSED ROAD NAME: \_\_\_\_\_**

**BACKUP NAME 1:** \_\_\_\_\_

**BACKUP NAME 2:** \_\_\_\_\_

**BACKUP NAME 3:** \_\_\_\_\_

(Shorter names make for better road signs)

**6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:**

_____	_____
_____	_____
_____	_____
_____	_____

The applicant hereby certifies that the signatures on this petition constitute the required amount of the landowners accessing or adjoining the road to be named by this petition.

**Applicant's Signature:** \_\_\_\_\_

This instrument signed before me, \_\_\_\_\_, a Notary Public for the State of Montana, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(SEAL)

## **RAVALLI COUNTY ROAD NAMING POLICY**

A private road is a non-county road or driveway that provides access to multiple ownership parcels or dwellings. To comply with 911 requirements, every private road must be named.

### **Naming a New Road:**

1. Obtain a Road Name Petition from the Ravalli County GIS Department or download a copy from the GIS Web page.
2. Fill in all of the pertinent information. (Use the Road Location and Parcel Tax-ID items to provide a good clue as to where this new road can be found.)
3. Supply at least three alternate road names.
4. Make sure that the road names have suffix types that comply with U. S. Postal Standards such as Court, Drive, Lane, etc.
5. Obtain signatures of at least 60% of the adjoining land owners—these signatures indicate that those persons approve of the chosen road name.
6. Sign the Road Name Petition before a Notary of Public.
7. Return the completed form to the GIS Department with the appropriate fee (\$125).
8. Allow two weeks for processing.

### **Renaming an Existing Road:**

To rename an existing road, the process is essentially the same as above, except that signatures from 100% of the adjoining land owners are required. All residents of the road must change their physical address to reflect the new road name and address sequence.

### **Addresses and Road Signs:**

After the new road has been entered into the GIS database, you will be sent a letter stating that the road has been entered into the County's system. At that time, you may contact the Clerk and Recorder's Office for addresses. You may also present a copy of the letter to the Road and Bridge Department for a road name sign.

### **Important Notes:**

1. The road must be accessible to facilitate GPS collection by the GIS staff.
2. Proper road names must be unique - they cannot be duplicates of existing names within the county. For example: "East Side Lane" will not be accepted because "Eastside Highway" already exists.